



POSITION TASK BOOK FOR THE POSITION OF

# **Supply Unit Leader All-Hazards (SUPL)**

**Version: January 2012**

POSITION TASK BOOK ASSIGNED TO:
INDIVIDUAL'S NAME, AHIMT NAME, AND PHONE NUMBER
POSITION TASK BOOK INITIATED BY:
OFFICIAL'S NAME, TITLE, AND PHONE NUMBER
DATE THE POSITION BOOK WAS INITIATED:
MONTH, DAY, YEAR

Indiana Department of Homeland Security  
Joseph E. Wainscott, Jr., Executive Director  
Indiana Government Center South  
302 West Washington Street, Room E208  
Indianapolis, IN 46204

**EVALUATOR**

DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE TRAINEE FOR

VERIFICATION/QUALIFICATION OF COMPLETED POSITION TASK BOOK FOR THE POSITION OF SUPPLY UNIT LEADER
<b><i>FINAL EVALUATOR'S VERIFICATION</i></b>  I verify that all tasks have been performed and are documented with appropriate initials. I also verify that _____ has performed as a trainee and should therefore be considered for qualification in this position.
FINAL EVALUATOR'S SIGNATURE AND DATE
EVALUATOR'S PRINTED NAME, TITLE, AND PHONE NUMBER

AGENCY HEAD RECOMMENDATION FOR QUALIFICATION  I certify that _____ has met all requirements for qualification in this position, and I recommend he/she be credentialed for the position.
OFFICIAL'S SIGNATURE AND DATE
OFFICIAL'S PRINTED NAME, TITLE, AGENCY, AND PHONE NUMBER

DISTRICT RESPONSE TASK FORCE COMMANDER RECOMMENDATION FOR QUALIFICATION  I certify that _____ has met all requirements for qualification in this position, and I recommend that he/she be credentialed for the position.
OFFICIAL'S SIGNATURE AND DATE
OFFICIAL'S PRINTED NAME, TITLE, AGENCY, AND PHONE NUMBER

## HISTORICAL RECOGNITION

Historical recognition is a process that provides a means by which incident management personnel who have either:

- Documentation of previous ICS training, education, and experience in an ICS position(s); or
- Documentation of previous extensive on-the-job incident response experience,

may receive credit for that previous experience, training, or qualification(s) and be considered as meeting the minimum requirements of this guide in the categories of:

- Education;
- Training; and
- Experience

for an ICS position(s) until he/she has successfully completed the actual minimum requirements for that position. Historical Recognition does not apply to the categories of Physical/Medical Fitness, Currency, or qualification. The minimum requirements within those categories must be met regardless of any historical recognition process.

### HISTORICAL RECOGNITION PROCESS

If an Authority Having Jurisdiction (AHJ) does not form a Qualification Committee to assist with the management of the overall qualifications process, AHJ's should give strong consideration to at least forming a committee for the purposes of reviewing and processing applications for Historical Recognition. Because of the time commitment involved and the potential for perceptions of favoritism and unequal treatment during the process, other ICS qualifications processes currently used by federal and state agencies that included a historical recognition provision used review committees to accomplish that process.

The AHJ should develop a process to provide for the following:

- Developing a method to provide for historical recognition when there is sufficient documentation available to substantiate the experience;
- Developing a standardized method for any individual to submit documentation of the experience and training for review by the AHJ or the appropriate review committee established by the AHJ;
- Developing a method to determine if the previous experience or training is appropriate for the position, keeping in mind the required criteria for the position and the competencies necessary for safe and successful performance;
- Providing for Historical Recognition only when the individual has most recently performed the position within the last five years;
- Requiring the individual meet all minimum requirements in this guide for a position if the individual seeks an ICS position other than the position he/she was historically recognized for;
- Encouraging all individuals who are historically recognized into a position to complete the minimum requirements for the positions within five years of being historically recognized.

## INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

Position Task Books (PTB) were developed for designated positions as described under the National Interagency Incident Management System (NIIMS) and have been incorporated into the National Incident Management System (NIMS). The position task book is used by the State of Indiana to qualify that the person to whom the task book belongs meets the standards recommended by the National Integration Center (NIC).

Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by a Qualified Evaluator, will result in a recommendation that the trainee be qualified in that position. Evaluation and confirmation of the individual's performance of all tasks may involve more than one evaluator and can occur on incidents, events, full scale exercises, and in other work situations. Designated PTBs require position performance during which the majority of required tasks are demonstrated on a single incident. It is important performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task that require an action (contain an action verb) **MUST** be demonstrated before that task can be signed off.

A brief list of responsibilities also appears below.

### RESPONSIBILITIES:

1. The **Agency Management** is responsible for:

- Selecting trainees based on the needs of their organization or area Incident Management Teams.
- Providing opportunities for evaluation and/or making the trainee available for evaluation.

2. The **Individual** is responsible for:

- Reviewing and understanding instructions in the PTB.
- Identifying desired objectives/goals.
- Providing background information on an evaluator.
- Satisfactorily demonstrating completion of all tasks for an assigned position within three years.
- Assuring the evaluation record is complete.
- Notifying the local agency head when the PTB is completed and obtaining their signature recommending qualification.

3. The **Evaluator** is responsible for:

- Being qualified and proficient in the position being evaluated.
- Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
- Reviewing tasks with the trainee.
- Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
- Identifying tasks to be performed during the evaluation period.
- Accurately evaluation and recording demonstrated performance of tasks. Dating and initializing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Evaluation Record.

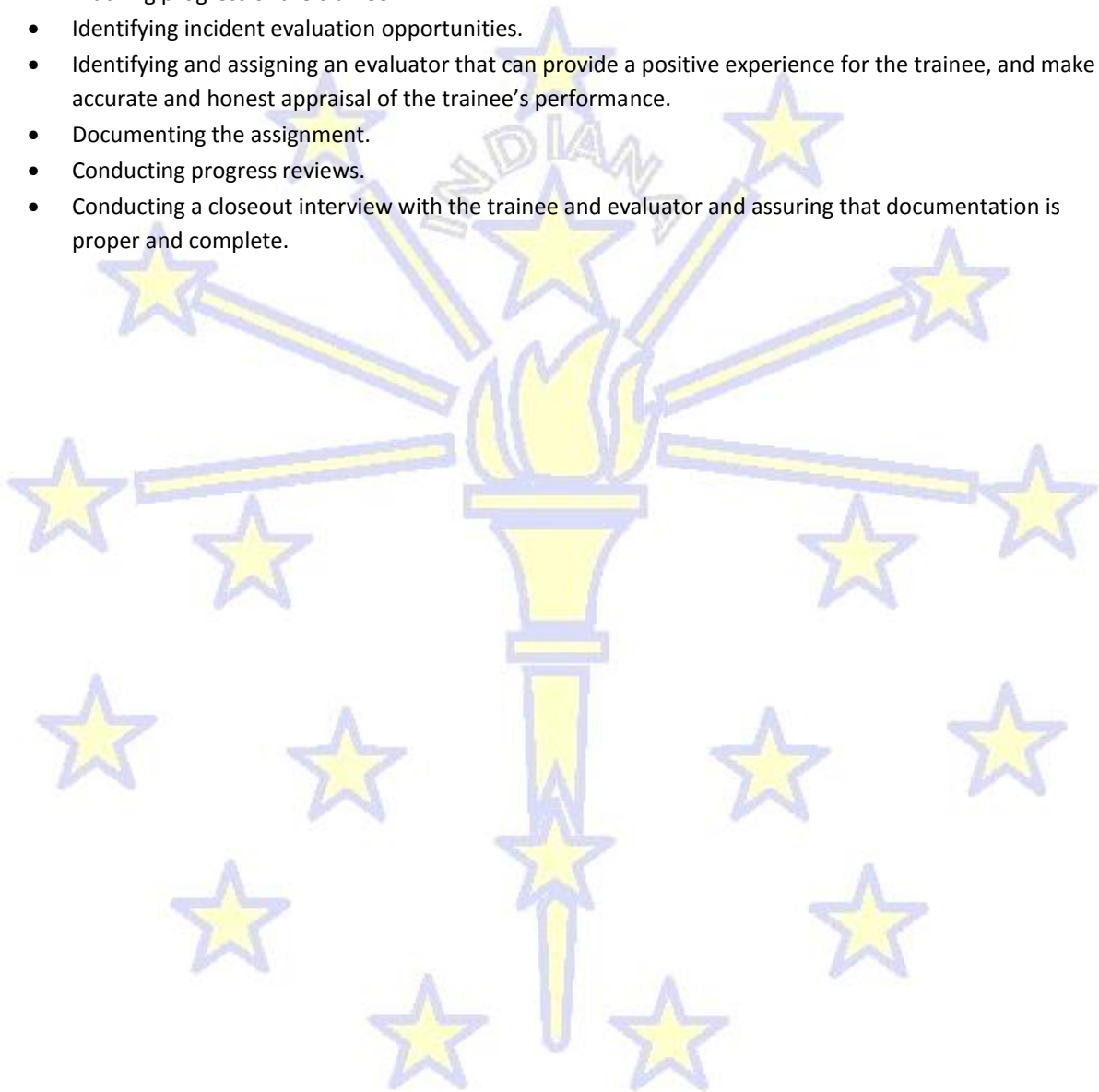


- Completing the Evaluation Record found at the end of each PTB.

4. The **Final Evaluator** is responsible for signing the verification statement inside the front cover of the PTB when all tasks have been initialed.

5. The **Agency Head** or designee is responsible for:

- Tracking progress of the trainee.
- Identifying incident evaluation opportunities.
- Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
- Documenting the assignment.
- Conducting progress reviews.
- Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.



**Competency 1: Assume position responsibilities**

*Description: Successfully assume role of Supply Unit Leader and initiate position activities at the appropriate time according to the following behaviors.*

TASK	CODE	EVALUATION RECORD #	EVALUATOR Initial and Date upon completion of task
<b>BEHAVIOR: Ensure availability, certifications, and capabilities of resources to complete assignment.</b>			
1. Determine support needs to meet the Incident Action Plan (IAP) or other relevant plans.	I		
2. Determine requirements for each section to be established and place the initial order. <ul style="list-style-type: none"> <li>Use information from IAP, sections briefings, and agency briefings.</li> <li>Use proper procedures, supplies, materials, and equipment necessary to support projected incident size.</li> </ul>	I		
3. Coordinate with Logistics Section Chief and other functional areas to obtain resources to organize work space and keep unit operating. <ul style="list-style-type: none"> <li>Order materials, personnel and supplies using established procedures.</li> <li>Maintain adequate quantities of forms, supplies, and materials to prevent shortage of basic needed items.</li> <li>Obtain equipment to complete assignment (e.g., radio, telephones, faxes, computers).</li> <li>Ensure appropriate personnel to support unit (e.g., night operational period, increase/reduce staffing).</li> </ul>	I		
<b>BEHAVIOR: Gather, update, and apply situational information relevant to the assignment.</b>			
4. Obtain initial briefing from Logistics Section Chief/supervisor. <ul style="list-style-type: none"> <li>Work space</li> <li>Work Schedule</li> <li>Policies and operating procedures</li> <li>Current resource commitments</li> <li>Current situation</li> <li>Expected duration of assignment</li> <li>IAP or other relevant plan</li> </ul>	I		

Code: O= Task can be completed in an operations based exercise (Simulation or drill)

I= Task must be performed on an incident or Full Scale Exercise

R= Rare event – the evaluation assignment may not provide opportunities to demonstrate performance. The evaluator may be able to determine skills/knowledge through interview, or the home office may need to arrange for another assignment or simulation.

TASK	CODE	EVALUATION RECORD #	EVALUATOR Initial and Date upon completion of task
5. Gather information to assess the incident assignment. <ul style="list-style-type: none"> <li>Incident activities</li> <li>Unit briefings</li> <li>Planning meetings</li> </ul>	I		
<b>BEHAVIOR: Establish effective relationships with relevant personnel.</b>			
6. Establish and maintain positive interpersonal and interagency working relationships.	I		
<b>BEHAVIOR: Establish organization structure, reporting procedures, and chain of command of assigned resources.</b>			
7. Organize assigned personnel to meet the needs of the unit.	I		
<b>BEHAVIOR: Understand and comply with ICS concepts and principles.</b>			
8. Coordinate with functional areas within the ICS structure.	I		

**Competency 2: Lead assigned personnel.**

*Description: Influence, guide, and direct assigned personnel to accomplish objectives and desired outcomes in a rapidly changing, high-risk environment.*

TASK	CODE	EVALUATION RECORD #	EVALUATOR Initial and Date upon completion of task
<b>BEHAVIOR: Model leadership values and principles.</b>			
9. Exhibit principles of duty. <ul style="list-style-type: none"> <li>Be proficient in your job, both technically and as a leader.</li> <li>Make sound and timely decisions.</li> <li>Ensure tasks are understood, supervised, and accomplished.</li> <li>Develop your subordinates for the future.</li> </ul>	I		
10. Exhibit principles of respect. <ul style="list-style-type: none"> <li>Know your subordinates and look out for their well-being.</li> <li>Keep your subordinates informed.</li> <li>Build the team.</li> <li>Employ your subordinates in accordance with their capabilities.</li> </ul>	I		

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TASK	CODE	EVALUATION RECORD #	EVALUATOR Initial and Date upon completion of task
11. Exhibit principles of integrity. <ul style="list-style-type: none"> <li>Know yourself and seek improvement.</li> <li>Seek responsibility and accept responsibility for your actions.</li> <li>Set the example.</li> </ul>	I		
<b>BEHAVIOR: Ensure the safety, welfare, and accountability of assigned personnel.</b>			
12. Provide for the safety and welfare of assigned resources. <ul style="list-style-type: none"> <li>Recognize, mitigate, and communicate potentially hazardous situations.</li> <li>Monitor condition of assigned resources.</li> <li>Account for assigned resources.</li> <li>Develop and implement safety and security requirements.</li> </ul>	I		
<b>BEHAVIOR: Establish work assignments and performance expectations, monitor performance, and provide feedback.</b>			
13. Perform duties of an Ordering Manager. <ul style="list-style-type: none"> <li>Establish ordering procedures.</li> <li>Establish name and telephone numbers of agency personnel receiving orders.</li> <li>Set up filing system.</li> <li>Get names of incident personnel who have ordering authority.</li> <li>Check on what has already been ordered.</li> <li>Ensure order forms are filled out correctly.</li> <li>Place orders in a timely manner.</li> <li>Consolidate orders when possible.</li> <li>Identify times and locations for delivery of supplies and equipment.</li> <li>Keep Receiving and Distribution Manager informed of orders placed.</li> <li>Submit all ordering documents to Documentation Control Unit through Supply Unit Leader before demobilization.</li> <li>Maintain Unit/Activity Log (ICS Form 214).</li> </ul>	I		

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TASK	CODE	EVALUATION RECORD #	EVALUATOR Initial and Date upon completion of task
14. Perform the duties of a Receiving and Distribution Manager. <ul style="list-style-type: none"> <li>• Order required personnel to operate supply area.</li> <li>• Organize physical layout of supply area.</li> <li>• Establish procedures for operating supply area.</li> <li>• Set up filing system for receiving and distribution of supplies and equipment.</li> <li>• Maintain inventory of supplies and equipment.</li> <li>• Develop security requirement for supply area.</li> <li>• Establish procedures for receiving supplies and equipment.</li> <li>• Submit necessary reports to Supply Unit Leader.</li> <li>• Notify Ordering Manager of supplies and equipment received.</li> <li>• Provide necessary supply records to Supply Unit Leader.</li> <li>• Maintain Unit/Activity Log (ICS Form 214).</li> </ul>	I		
<b>BEHAVIOR: Establish work assignments and performance expectations, monitor performance, and provide feedback.</b>			
15. Perform the duties of Tool and Equipment Specialist. <ul style="list-style-type: none"> <li>• Determine personnel requirements.</li> <li>• Obtain necessary equipment and supplies.</li> <li>• Set up tool storage and conditioning area.</li> <li>• Establish tool inventory and accountability system.</li> <li>• Maintain all tools in proper condition.</li> <li>• Assemble tools for issuance each operational period per Incident Action Plan.</li> <li>• Receive and recondition tools after each operational period.</li> <li>• Ensure that all appropriate safety measures are taken in tool conditioning area.</li> <li>• Maintain Unit/Activity Log (ICS Form 214).</li> </ul>	I		
16. Complete daily review of staffing requirements and ensure adequate personnel to meet needs.	I		
17. Develop schedule/assignments based on IAP or relevant plan.	I		
18. Ensure subordinates understand assignment for operational period.	I		

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TASK	CODE	EVALUATION RECORD #	EVALUATOR Initial and Date upon completion of task
19. Continually evaluate performance. <ul style="list-style-type: none"> <li>Communicate deficiencies immediately and take corrective action.</li> <li>Provide training opportunities where available.</li> <li>Complete personnel performance evaluations according to agency guidelines.</li> </ul>	I		
<b>BEHAVIOR: Emphasize teamwork.</b>			
20. Establish cohesiveness among assigned resources. <ul style="list-style-type: none"> <li>Provide for open communication.</li> <li>Seek commitment.</li> <li>Set expectations for accountability.</li> <li>Focus on the team result.</li> </ul>	I		
<b>BEHAVIOR: Coordinate interdependent activities.</b>			
21. Interact and coordinate with appropriate unit leaders and operations personnel. <ul style="list-style-type: none"> <li>Receive and transmit needed information.</li> </ul>	I		
22. Coordinate with other units and sections for completion of work assignments. <ul style="list-style-type: none"> <li>Assist other sections to meet priorities and time frames.</li> <li>Receive and transmit needed information.</li> </ul>	I		
23. Coordinate with managers within the unit to identify needed/excess personnel and facilities.	I		
24. Coordinate with Facilities Unit to establish layout of Supply Unit. <ul style="list-style-type: none"> <li>Ordering</li> <li>Receiving and distribution</li> <li>Space for expansion</li> <li>Shelter</li> <li>Tool Sharpening</li> </ul>	I		

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**Competency 3: Communicate effectively.**

*Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a rapidly changing, high-risk environment.*

TASK	CODE	EVALUATION RECORD #	EVALUATOR Initial and Date upon completion of task
<b>BEHAVIOR: Ensure relevant information is exchanged during briefings and debriefings.</b>			
25. Brief and keep subordinates informed and updated <ul style="list-style-type: none"> <li>Ensure unit leader expectations are communicated and understood.</li> </ul>	I		
26. Participate in functional area briefings and conduct unit After Action Reviews (AARs).	I		
<b>BEHAVIOR: Ensure documentation is complete and disposition is appropriate</b>			
27. Review and approve subordinate time reports.	I		
28. Submit completed original documents at appropriate time (e.g. each operational period, final package). <ul style="list-style-type: none"> <li>ICS 214, Unit Log</li> <li>Submit reports to Support Branch Director</li> </ul>	I		
29. Prepare unit narrative and submit to Logistics Section Chief if applicable.	I		
<b>BEHAVIOR: Gather, produce, and distribute information as required by establish guidelines and ensure understanding by recipient.</b>			
30. Prepare information for briefings and meetings.	I		
31. Determine and monitor current status of unit activities and relay to appropriate incident personnel.	I		
32. Confirm estimated time of arrival of staff, equipment, and supplies.	I		
<b>BEHAVIOR: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.</b>			
33. Coordinate across functional areas. <ul style="list-style-type: none"> <li>Provide timely feedback in response to requests.</li> </ul>	I		

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**Competency 4: Ensure completion of assigned actions to meet identified objectives.**

*Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.*

TASK	CODE	EVALUATION RECORD #	EVALUATOR Initial and Date upon completion of task
<b>BEHAVIOR: Follow established procedures and/or safety procedures relevant to given assignment.</b>			
34. Ensure established guidelines are followed. <ul style="list-style-type: none"> <li>• Work/rest</li> <li>• Agency safety standards and procedures</li> </ul>	I		
<b>BEHAVIOR: Take appropriate action based on assessed risks.</b>			
35. Ensure security of supply area is maintained. <ul style="list-style-type: none"> <li>• Lights</li> <li>• Barricades</li> </ul>	I		
<b>BEHAVIOR: Provide logistical support as necessary.</b>			
36. Coordinate with command and general staff regarding resource needs. <ul style="list-style-type: none"> <li>• Immediate</li> <li>• Subsequent operational periods</li> </ul>	I		
37. Oversee ordering function. <ul style="list-style-type: none"> <li>• Internal and external ordering procedures are implemented</li> </ul>	I		
38. Oversee receiving and distribution function. <ul style="list-style-type: none"> <li>• Order, receive, distribute, and store supplies and equipment.</li> <li>• Adequate inventory of equipment and supplies.</li> <li>• Maintain inventory of supplies and equipment.</li> <li>• Service Reusable Equipment.</li> </ul>	I		
<b>BEHAVIOR: Transfer position duties while ensuring continuity of authority and knowledge and taking into account increasing or decreasing incident complexity.</b>			
39. Coordinate and efficient transfer of position duties when mobilizing/demobilizing (e.g., incoming Incident Management Team (IMT), host agency). <ul style="list-style-type: none"> <li>• Inform subordinate staff and IC.</li> <li>• Document follow-up action needed and submit to supervisor.</li> </ul>	I		

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TASK	CODE	EVALUATION RECORD #	EVALUATOR Initial and Date upon completion of task
<b>BEHAVIOR: Plan for demobilization and ensure demobilization procedures are followed.</b>			
40. Anticipate demobilization of resources. <ul style="list-style-type: none"> <li>Identify excess resources.</li> <li>Prepare schedule for demobilization.</li> </ul>	I		
41. Ensure demobilization of resources. <ul style="list-style-type: none"> <li>Brief subordinate staff on demobilization procedures and responsibilities.</li> <li>Ensure incident and agency demobilization procedures are followed.</li> </ul>	I		

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## INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents (may include preplanned events and full scale exercises), simulations in classroom, or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.

COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

**Evaluator's name, incident/office title, and agency:** List the name of the Evaluator, his/her incident position or office title, and agency.

**Evaluator's home agency, address, and phone:** Self explanatory

**#:** The number next to the Evaluator's name in the upper left corner of the evaluation record identifies a particular experience or group of experiences. This number should be placed in the column labeled "Evaluation Record #" on the Qualification Record for each task performed satisfactorily. This number will enable reviewers of the complete Qualification Record to ascertain the qualifications of the different evaluators prior to making the appropriate signoff on the Qualification Record.

**Location of Incident/Simulation:** Identify the location where the tasks were performed by agency and office.

**Incident Kind:** Enter kind of incident, (e.g., hurricane, search and rescue, flood, preplanned event, full scale exercise, etc.).

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

**Number and Type of Resource:** Enter the number of resources and types assigned to the incident pertinent to the Trainee's task book position.

**Duration:** Enter inclusive dates during which the Trainee was evaluated. This block may indicate a span of time covering several small and similar incidents if the Trainee has been evaluated on that basis.

**Recommendation:** Check as appropriate and/or make comments regarding the future needs for development of this trainee.

**Date:** List the date the record is being completed.

**Evaluator's initials:** Initial here to authenticate your recommendations and to allow for comparison with initials in the Qualifications Record.

**Evaluator's relevant qualification:** List your qualification relevant to the trainee position you supervised.

## Evaluation Record

\_\_\_\_\_  
 TRAINEE NAME

\_\_\_\_\_  
 TRAINEE POSITION

#1	Evaluator's Name	Incident/Office Title	Agency	
Evaluator's Home Unit Address & Phone				
Name & Location of Incident or Situation (Agency & Area)	Incident Kind (e.g. Flood, Tornado)	Number & Type of Resources Pertinent to the Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
Recommendations:  The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee. <ul style="list-style-type: none"> <li>• The individual has successfully performed all tasks for the position and should be considered for qualification.</li> <li>• The individual was not able to complete certain tasks (comments below) or additional guidance is required.</li> <li>• Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</li> <li>• The individual is severely deficient in the performance of tasks for the position and needs further training (both required and knowledge and skills needed) prior to additional assignment(s) as a trainee.</li> </ul> Recommendations: _____ _____ Date: _____ Evaluator's Initials: _____ Evaluator's relevant agency qualifications or rating: _____				

#2	Evaluator's Name	Incident/Office Title	Agency	
Evaluator's Home Unit Address & Phone				
Name & Location of Incident or Situation (Agency & Area)	Incident Kind (e.g. Flood, Tornado)	Number & Type of Resources Pertinent to the Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
Recommendations:  The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee. <ul style="list-style-type: none"> <li>• The individual has successfully performed all tasks for the position and should be considered for qualification.</li> <li>• The individual was not able to complete certain tasks (comments below) or additional guidance is required.</li> <li>• Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</li> <li>• The individual is severely deficient in the performance of tasks for the position and needs further training (both required and knowledge and skills needed) prior to additional assignment(s) as a trainee.</li> </ul> Recommendations: _____ _____ Date: _____ Evaluator's Initials: _____ Evaluator's relevant agency qualifications or rating: _____				

Evaluation Record  
(Continuation Sheet)

TRAINEE NAME		TRAINEE POSITION		
<b>#3</b>	Evaluator's Name	Incident/Office Title	Agency	
Evaluator's Home Unit Address & Phone				
Name & Location of Incident or Situation (Agency & Area)	Incident Kind (e.g. Flood, Tornado)	Number & Type of Resources Pertinent to the Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<p>Recommendations:</p> <p>The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <ul style="list-style-type: none"> <li>The individual has successfully performed all tasks for the position and should be considered for qualification.</li> <li>The individual was not able to complete certain tasks (comments below) or additional guidance is required.</li> <li>Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</li> <li>The individual is severely deficient in the performance of tasks for the position and needs further training (both required and knowledge and skills needed) prior to additional assignment(s) as a trainee.</li> </ul> <p>Recommendations: _____</p> <p>_____</p> <p>Date: _____ Evaluator's Initials: _____</p> <p>Evaluator's relevant agency qualifications or rating: _____</p>				

TRAINEE NAME		TRAINEE POSITION		
<b>#4</b>	Evaluator's Name	Incident/Office Title	Agency	
Evaluator's Home Unit Address & Phone				
Name & Location of Incident or Situation (Agency & Area)	Incident Kind (e.g. Flood, Tornado)	Number & Type of Resources Pertinent to the Trainee's Position	Duration (inclusive dates in trainee status)	Management Level or Complexity Level
<p>Recommendations:</p> <p>The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.</p> <ul style="list-style-type: none"> <li>The individual has successfully performed all tasks for the position and should be considered for qualification.</li> <li>The individual was not able to complete certain tasks (comments below) or additional guidance is required.</li> <li>Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</li> <li>The individual is severely deficient in the performance of tasks for the position and needs further training (both required and knowledge and skills needed) prior to additional assignment(s) as a trainee.</li> </ul> <p>Recommendations: _____</p> <p>_____</p> <p>Date: _____ Evaluator's Initials: _____</p> <p>Evaluator's relevant agency qualifications or rating: _____</p>				



ADDITIONAL NOTES

